

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVE  
9800 Goethe Road – P. O. Box 269101  
Sacramento, California 95826-9101

S: 18 February 2006

CASR-P


9 December 2005

ANNOUNCEMENT OF WARRANT OFFICER CANDIDATE SELECTION BOARD

1. A Warrant Officer Candidate (WOC) Selection Board (Board) will select California State Military Reserve members and applicants who wish to participate in the CA SMR Warrant Office Candidate Selection Program (WOCSP). The Board will be convened on 4 March 2006 at JFHQ-HQ, Sacramento, CA. The WOCSP will begin 1 April 2006.
2. Applicants who wish to be considered for this program, must meet the prerequisites as prescribed in CA SMR Personnel Policy Bulletin 05-01 dated 1 June 2005 (Attachment 1).
3. An Application packet must be prepared and submitted to the Board for consideration. The packet must include all of the documentation identified on "Checklist for the CA SMR Warrant Officer Candidate Program Application Packet" (Attachment 2), appropriately tabbed, and stapled in the upper left corner:
4. Any applicant not currently a member of the CA SMR must also submit an application to join the CA SMR, including all supporting documentation identified on "Required Application Documents" (Attachment 3). The non-member applicant must be willing to meet all the obligations described in the California State Military Reserve Basic Handbook (1 December 2001), available at <http://www.calguard.ca.gov/casmr/publications>.
5. Application packets will be forwarded through the chain of command to include an endorsement by the MSC Commander to Headquarters, California State Military Reserve, ATTN: CASR-P, 980 Goethe Road – P. O. Box 269101, Sacramento, CA 95826-9101, and must arrive NLT 18 February 2006.
6. Applicants will be required to personally appear before the board. The Board Recorder will notify those individuals whose application packet meets the administrative requirements and set up a time for their appearance before the Board. These individuals will be issued non-pay SAD orders, and travel will be reimbursed for those applicants living more than 50 miles from JFHQ and not currently working or drilling at JFHQ.
7. Point of contact is LTC Thorpe, HQ, CA SMR, XO.

FOR THE COMMANDER:

Encl: as

  
EMORY R. CLIFTON  
COL, GS, CA SMR  
Director of Personnel



ARNOLD SCHWARZENEGGER  
Governor

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVE  
9800 Goethe Road – P.O. Box 269101  
Sacramento, California 95826-9101



Commit the Reserve

CASR-P

1 June 2005

**PERSONNEL POLICY BULLETIN 05-01  
WARRANT OFFICER CANDIDATE PROGRAM**

Effective 1 June 2005

1. HQ, CA SMR recognizes a professional and consistent program for the appointment of individuals as Warrant Officers is very important to the CA SMR's efforts in support of the California National Guard.
2. The purpose of the Personnel Policy Bulletin is to clarify various matters related to the programs and procedures for the accession of Warrant Officers to the CA SMR through a Warrant Officer Candidate Program.
3. As used in this Personnel Policy Bulletin, the Major Subordinate Commands (MSCs) of the CA SMR are (1) Installation Support Group, (2) 40<sup>th</sup> Division Support Brigade, (3) 100<sup>th</sup> Troop Command Support Brigade, (4) OTAG Support Group, (5) California Center for Military History, and (6) HQ, CA SMR.
4. Effective with the issuance of this Personnel Policy Bulletin, the individuals will not be appointed as Warrant Officers in the CA SMR unless they either:
  - a. Are former Warrant Officers of the U.S. Armed Services, or
  - b. Have completed the CA SMR Warrant Officer Candidate Program
5. The CA SMR Warrant Officer Candidate Program (WOCP) will consist of the completion of the following programs of instruction:
  - a. Basic Orientation Course (BOC)
  - b. Warrant Officer Candidate School (WOC)
  - c. Warrant Officer Technical Certification Course (WOTCC)
6. Current enlisted members of the CA SMR may apply for admission to the WOCP at any time. Individuals must have at least three years of civilian and/or military experience in the feeder MOS/occupation that pertains to the Warrant Officer specialty that they wish to enter.
7. Individuals that are not currently enlisted members of the CA SMR, may apply for membership in the CA SMR with concurrent admission to the WOCP. If selected for the

WOCP program, the individual will be enlisted as a Sergeant (E-5) or at the individuals appropriate former federal service enlisted grade, and appointed as a WOC.

8. At the current time, the only Warrant Officer Specialties that will exist in the CA SMR are: (1) Personnel/Administrative, (2) Maintenance, (3) Supply, (4) Intelligence, (5) Communications, (6) Legal Administration, (7) Utilities Operation and Maintenance Technician, (8) Network Management Technician, (9) Information Systems Technician, and (10) Historian.

9. Personnel selected for the program will be promoted to the grade of Sergeant (E-5) at the time of selection and will wear the "WOC" insignia in lieu of any rank insignia. Personnel that currently hold the rank of Sergeant (E-5) or above will retain that rank for pay purposes.

10. All WOCs will be slotted by the appropriate MSC in an authorized position in a unit TDA for which the authorized grade is Warrant Officer.

11. Upon completion of the WOCS, individuals will be appointed as WO1's and will have one year to complete the WOTCC. Failure to complete the WOTCC will result in the individual's appointment being revoked and the individual will revert to their enlisted grade prior to selection to the WOCP.

12. This Policy Bulletin supersedes any previous bulletins or policy announcements on the matters covered herein and will be incorporated into the next revisions of appropriate regulations.

13. Questions regarding this Policy Bulletin may be directed to the undersigned at HQ, CA SMR, ATTN: CASR-P.

FOR THE COMMANDING GENERAL:

EMORY R. CLIFTON  
COL, GS, CA SMR  
Director of Personnel

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVE  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826**

**CHECKLIST for the CA SMR Warrant Officer Candidate Program Application Packet**

- ☐ Applicant's Memorandum of Application including reason for requesting entry to the WOC Program and a brief summary of qualifications in the selected WO military specialty. Memorandum not to exceed one (1) page.
- ☐ Form SF-93, Report of Medical Status, within 1 year indicating medical clearance to participate in the WOC Program verified by a CA SMR Medical Professional on the reverse, bottom of the form.
- ☐ Photocopies of documents verifying not less than three years of experience in the selected WO military specialty. Documents may include training completion certificates, training evaluations (DA Form 1059 or similar), copies of Personnel Qualification Record indicating dates of assignment in WO feeder MOS/AFSC, or similar documents.
- ☐ Photocopies of documents for all training received in the field of the selected WO military specialty.
- ☐ Photocopies of all military evaluation/efficiency reports received in the feeder MOS/AFSC for the selected WO military specialty.
- ☐ Photocopy of highest military education completed, DA Form 1059 or similar verification.
- ☐ Photocopy of highest civilian education completed.
- ☐ Photocopies of any other pertinent documents (not included above) verifying subject matter expertise in the selected WO military specialty or feeder MOS/AFSC.
- ☐ Commander's statement of Applicant's Height and Weight and verification that applicant meets the standards of CA SMR Regulation 600-9 including proper military appearance.
- ☐ Memorandum of Recommendation from the Applicant's unit commander including verification that applicant meets all WOC Program prerequisites and US Citizenship. Recommendation should include comments on applicant's potential for success in the selected WO military specialty and summary of observed and demonstrated leadership qualities of the applicant.
- ☐ Memorandum of Recommendations will be provided by the intermediate commanders in the Applicant's chain of command from the unit through the MSC.
- ☐ Additional documents as may be required in specific WOC Program Announcements.

**REQUIRED WOC PROGRAM APPLICATION DOCUMENTS**

You are required to submit the following documents as your application packet for the Warrant Officer Candidate Training Program. When submitting your packet, all documentation and forms must be submitted at the same time. Note that your application packet cannot be processed and reviewed by the WOC Program Admissions Board until ALL necessary forms and documentation are submitted. The Applicant's memorandum and Commander's recommendation must be signed and dated with an original signature. Photocopies of the signatures are not acceptable on the application memorandum or the Commander's recommendation.

# STATE OF CALIFORNIA – MILITARY DEPARTMENT

## CALIFORNIA STATE MILITARY RESERVE

Headquarters, CA SMR  
9800 Goethe Road  
P. O. Box 269101  
Sacramento, California 95826

### **\*REQUIRED APPLICATION DOCUMENTS\***

You are requested to submit the following documents with your application package. When submitting your package please submit all documentation and forms in one envelope. Note that your application package cannot be processed until ALL necessary forms and documentation are submitted. Please ensure all applications forms are signed and dated with an original signature. Photocopies of your signature are not acceptable on the application.

- [ ] Form-1, CSMR Application for Appointment or Enlistment.
- [ ] Form SF-93, Report of Medical Status, within 1 year.
- [ ] Form DD-214 or NGB-22.  
(For prior military service applicants, include one photocopy for EACH period of service).
- [ ] Photocopy of California Driver's License.
- [ ] Photocopy of Social Security Card (other official verification is acceptable).
- [ ] Photocopy of Birth Certificate.
- [ ] Photocopy of official documents verifying highest and significant military education completed.
- [ ] Photocopy of transcript of highest civilian education completed.
- [ ] Current color photo (size 5"x7"; full length, Cass "B" uniform or civilian business attire without jacket).
- [ ] Professionals status documentation (required for Medical, Chaplain and Legal Officer appointments; provide copies of highest education, current licensures, and certifications as appropriate).
- [ ] Request for Waiver (required for applicants who do not meet ALL established requirements).
- [ ] Statement of Purpose (reason for submitting an application to become a SMR member).
- [ ] Special instructions as noted.

PROCESS: Applicant's selected/sponsoring unit will endorse to HQ for review, acceptance/non-acceptance, and publish of orders of appointment.

If you have any questions regarding the application process or required documents, you may send an E-mail to your selected unit Recruiting Contact, or call for assistance.  
See: <http://www.calguard.ca.gov/casmr/unitcontacts.htm>

## WARRANT OFFICER/CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_  
Current Rank: \_\_\_\_\_  
Current SMR career field: \_\_\_\_\_  
Current SMR Assignment: \_\_\_\_\_  
Current SMR Location: \_\_\_\_\_

1. How many years have you been in the SMR? \_\_\_\_\_ (Date joined \_\_\_\_\_)

2. Do you have prior military service? If so, provide the following information:

- Prior military branch(es): \_\_\_\_\_
- What was your last branch or component?
- Prior military career field (MSO, AFSC, \_\_\_\_ ): \_\_\_\_\_, (describe the position)  
\_\_\_\_\_
- Number of years in the military: \_\_\_\_\_
- Highest rank held: \_\_\_\_\_  
(and if applicable, rank on the last day of service \_\_\_\_\_)
- Last day served in the military (prior to joining the SMR): \_\_\_\_\_

3. What was the date of your last promotion in the SMR? \_\_\_\_\_

4. What training have you completed in the SMR?

- Basic Orientation Course? \_\_\_\_\_ (date)
- Warrant Officer's course? \_\_\_\_\_ (date)
- Correspondence Course:  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)
- Other:  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)  
\_\_\_\_\_ (list) \_\_\_\_\_ (date)

5. What is your current civilian position? \_\_\_\_\_  
If retired, what was your last civilian position? \_\_\_\_\_

6. Was your civilian career field/experience directly related to your current SMR assignment? If so, describe your civilian experience below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What are the remaining requirements for you to promote to the next level?

\_\_\_\_\_  
\_\_\_\_\_

This is your opportunity to provide any suggestions, comments, or improvements to the SMR Warrant Officer program. Your input and involvement will help ensure that the SMR develops a Warrant Officer program that promotes the highest level of expertise, proficiency and professionalism.